

Finance and Administration Cabinet STANDARD PROCEDURE	PAGE: 1 OF 3
ISSUED BY: Office of Administrative Services, Division of Human Resources	
EFFECTIVE DATE: 4/20/05	
PROCEDURE # 2. 12	
SUBJECT: Adjustment for Continuing Excellence (ACE) Award	
DISTRIBUTION CODE: A, B, C	CONTACT: Director, Division of Human Resources (502) 564-7233

I. PURPOSE

The Commonwealth has established the Adjustment for Continuing Excellence (ACE) program to recognize employees for exemplary work performance. The ACE program allows an agency to grant an increase in an employee's base pay of up to ten (10) percent of the midpoint of the employee's pay grade. State agencies are permitted to participate in the program on a discretionary basis. The Finance and Administration Cabinet (Cabinet) shall participate in the program if, on an annual basis, sufficient funds exist.

II. PROCEDURE

A. Availability of Funds

During the first month each fiscal year, the Secretary of the Cabinet shall determine if sufficient funds are available to award ACEs. If it is determined that there are not sufficient funds to award ACEs, the Cabinet shall issue a memorandum to managers and supervisors advising them of that decision.

B. Award Qualifications

To be recommended for an ACE award, an employee shall meet the criteria and limitations as specified in [101 KAR 2:034 Section 11](#) if a classified employee or [101 KAR 3:045 Section 7](#) if an unclassified employee.

An ACE award may be approved by the appointing authority if:

- it has been determined that there are sufficient funds to finance the award; and
- the employee has demonstrated a sustained level of exceptional job performance; or
- the employee has assumed a significant level of additional job responsibilities or duties consistent with the assigned classification, and has performed them in an exceptional manner; or

Finance and Administration Cabinet STANDARD PROCEDURE	PAGE: 2 OF 3
ISSUED BY: Office of Administrative Services, Division of Human Resources	
EFFECTIVE DATE: 4/20/05	
PROCEDURE # 2. 12	
SUBJECT: Adjustment for Continuing Excellence (ACE) Award	

- the employee has acquired professional or technical skills or knowledge through department directed or authorized attainment of a job related licensure, certification, or formal training that would substantially improve job performance.

C. Process

1. An employee's direct manager or supervisor shall be responsible for recommending the employee and suggesting the amount for an ACE award.
2. The recommendation shall be submitted on a [Personnel Action Request \(PAR\)](#) (7. Forms - 2.12/a). A written memorandum shall be attached to the PAR form justifying in detail all reasons for recommending the employee for the award.
3. The PAR shall be reviewed and approved by the necessary levels of management prior to submitting to the Executive Director, Office of Administrative Services.
4. The Executive Director, Office of Administrative Services shall review the recommendation to insure employee eligibility; and if the employee is determined eligible, the recommendations shall be submitted to the Secretary of the Cabinet for final review and approval.
5. The Secretary of the Cabinet shall have final authority to approve an award and the amount of the award.
6. The Commissioner of the department or office from which the recommendation originated shall be advised in writing of the Secretary's final decision.
7. The Commissioner shall be responsible for advising the manager or supervisor making the initial recommendation of the Secretary's decision.

III. REFERENCE

[101 KAR 2:034 Section 11](#)

[101 KAR 3:045 Section 7](#)

Finance and Administration Cabinet STANDARD PROCEDURE	PAGE: 3 OF 3
ISSUED BY: Office of Administrative Services, Division of Human Resources	
EFFECTIVE DATE: 4/20/05	
PROCEDURE # 2. 12	
SUBJECT: Adjustment for Continuing Excellence (ACE) Award	

IV. FORMS

[Personnel Action Request \(PAR\)](#) (7. Forms - 2.12/a)

NO STANDARD PROCEDURE MAY BE REVISED BY ADDENDUM, MEMORANDUM OR ANY OTHER MEANS OTHER THAN THOSE SET OUT IN STANDARD PROCEDURE #1.1 ENTITLED "FINANCE AND ADMINISTRATION DEPARTMENT OF REVENUE PROCEDURES AND MANUAL."

DISTRIBUTION CODES:

A. Senior Management	B. Division Directors	C. Branch Managers/Supervisors
D. DOR Personnel	E. Division Personnel	F. Branch Personnel
		G. Attached Agencies
